

MEMORANDUM

TO: The DBE Community and Interested Parties
FROM: Martha Kenley, Director Economic Opportunity Division
Indiana Department of Transportation
RE: DBE Certification Transition
DATE: October 6, 2005

Certification processing for the Disadvantaged Business Enterprise program will be transferred from the Indiana Department of Administration (IDOA) to the Indiana Department of Transportation (INDOT) on October 17, 2005. Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) certification processing will remain at IDOA.

To eliminate any customer inconvenience to DBE clients, INDOT and IDOA established steps for a smooth transition. This means that:

- Currently certified firms will remain certified, and recertification dates will remain the same.
- All certified DBE firms shall remain listed on the DBE directory.
- INDOT and IDOA are working together to ensure that the DBE directory remains current and accessible to both government and businesses. Any change in the directory's web location will be posted on both the IDOA and INDOT websites.
- Previously submitted DBE applications will be forwarded to INDOT.
- New applications for DBE certification or recertification must be separate from MBE and WBE applications.
- DBE applications must be sent to:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate, Room N904
Indianapolis, Indiana 46204
Attention: Lakisha Riley

Should new applications be inadvertently sent to IDOA, IDOA will forward them to INDOT.

- There will be no delay in processing new DBE applications for certification.
- All "no change" affidavits will be forwarded to INDOT by IDOA for processing.
- All questions pertaining to DBE status and other issues should be directed to IDOA until October 17, 2005. After that date DBE questions should be directed to Lakisha Riley at INDOT: 317-232-5089.
- INDOT is physically moving all active DBE files to be maintained securely in the INDOT Economic Opportunity Division. This process will be completed by October 17, 2005. Confidentiality of documents will not be compromised.

Please forward this memorandum to anyone with an interest in the DBE certification program. Thank you.